

## 5 steps to Finding and Printing a Truck and Bus Regulation Reporting Certificate

If you created an account in the Truck Regulation Upload, Compliance, and Reporting System (TRUCRS) and need to print your certificate of reported compliance, follow the five easy steps below.

**Note:** If you experience any difficulty in following these steps, please email your contact and company information to [trucrs@arb.ca.gov](mailto:trucrs@arb.ca.gov) . Be sure to include your TRUCRS ID Number, if possible.

- You can print a certificate that indicates that you reported compliance with the Truck and Bus Regulation.  
See <http://www.arb.ca.gov/msprog/onrdiesel/onrdiesel.htm> for exact deadlines and requirements.
- You can print a certificate only if all of your information is correct and complete in the reporting system. If you reported some, but not all, of your vehicle and company information, then you cannot print a certificate. Only fleets that have reported compliance can print a certificate. Complete all information before proceeding.

**Step 1:** Open the [Truck and Bus Reporting Page](#), and enter your username and password.

If you forgot your password, select [Forgot Password](#).

If you forgot both your username and password, email [trucrs@arb.ca.gov](mailto:trucrs@arb.ca.gov)

**Step 2:** **A** Click on your Company/Fleet Name (next to your TRUCRS ID). **B** Then select OK to the question in example B below.

The screenshot displays the TRUCRS web application interface. At the top, the California Environmental Protection Agency Air Resources Board logo is visible, along with the text "TRUCRS". The user is logged in as "nijjar1995 (Fleet Account)". The main heading is "Truck and Bus Reporting". Below this, the "Truck and Bus Fleet List" section contains instructions: "To begin reporting vehicles for a particular fleet, click its fleet name. To add a new fleet, click 'Add a New Fleet' below." A table lists the fleet information:

TRUCRS / DOORS ID	Fleet Name (Click Fleet Name to Begin Reporting Vehicle Information)	Total Motorized Vehicles	Total Trailers	Business Information	Deletion Request
30984	Example Fleet	1	1		

Red box **A** highlights the "Example Fleet" link. A confirmation dialog box is overlaid on the right, asking "Report the fleet with TRUCRS ID, 30984?". It has "OK" and "Cancel" buttons. Red box **B** highlights the "OK" button. At the bottom of the page, it says "Truck Regulation Upload, Compliance, and Reporting System (Last Updated November 12, 2012)".

### Step 3: Select “2014 Compliance Status” under the “View Fleet” tab

#### Welcome to the Truck Regulation Upload, Compliance, and Reporting System!

##### Current Status of Reported Data:

To report information for your fleet, you may use either the navigation bar located at the top of the page or the links provided below.

##### What would you like to do?

- **2014 Compliance Status:** See a summary of your reported data, current compliance status, and print a certificate.
- [Add Vehicle:](#) Add a truck or bus to your fleet.
- [Large Fleet Upload Feature](#)
- [Update Odometer and PTO Hour Meter Readings:](#) Update odometer and hour meter readings for vehicles claiming a Ag Mileage Extension, Low-Use Exemption, or Low Mileage Construction Truck Exemption.

If you would like to edit a specific vehicle by searching its VIN, please enter the VIN here:  [Edit by VIN](#)

If you would like to edit a specific vehicle by searching "Your Own ID", please enter it here:  [Edit by Your Own ID](#)

### Step 4: Check your Compliance

- A** If your fleet does not comply with the 2014 requirements the compliance section will read “DOES NOT COMPLY” as it does in the example below.

2014 General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be accurate.)	
Date:	2013-12-24
Total reported vehicles	1
<b>HEAVIER VEHICLE COMPLIANCE STATUS</b>	
Vehicles Claiming Extensions	0
Vehicles Subject to PM Requirements	1
PM Filters (Funded)	0
PM Filters Towards Compliance	0
Compliance	<b>DOES NOT COMPLY</b> Not eligible for certificate

- B** If your fleet complies with the 2014 requirements the compliance section will read “COMPLIES” and display a link below the text to print your certificate as it does in the following example.

2014 General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be accurate.)	
Date:	2013-12-24
Total reported vehicles	1
<b>HEAVIER VEHICLE COMPLIANCE STATUS</b>	
Vehicles Claiming Extensions	1
Vehicles Subject to PM Requirements	0
PM Filters (Funded)	0
PM Filters Towards Compliance	0
Compliance	<b>COMPLIES</b> <a href="#">Print Certificate</a>

### Step 5: Print your appropriate certificate

- A** If you reported company information and are complying using the Engine Model Year Schedule, you can select “Print Model Year Schedule Certificate”.

The screenshot shows the California Air Resources Board (ARB) website. At the top is the CA.GOV logo and the text "California Environmental Protection Agency AIR RESOURCES BOARD". Below this is a header "Truck and Bus Reporting - Model Year Schedule Certificate". The main content area contains the following text: "You have not reported any vehicles. If you wish to print a Model Year Schedule Certificate, read the compliance s", "If you are NOT complying with the Model Year Schedule and would like to receive a Flex Schedule Certificate, g", and "By clicking on the button below you affirm the following:". Below this is a certification statement: "I certify that the information reported has been prepared in accordance with the Truck and Bus reporting requirem", "Truck and Bus Reporting System is true, accurate, and complete. As a User, I agree that documents submitted with", "the ARB, will be considered valid for certification. I am aware that there are significant penalties for submitting fa". A red box highlights the "Print Model Year Schedule Certificate" button. Below the button is a note: "If your certificate does not print properly, you may have to alter the settings in your browser. To get the best result", "Margins and Headers, blank out all header and footers, and set margins to 0. To print the State Seal, check Print B". At the bottom is a "Back to View Fleet" button and a footer "Truck and Bus Reporting".

- B** If you reported all your vehicle information and chose a Flexibility Option you can select “Print Flex Schedule Certificate”.

The screenshot shows the California Air Resources Board (ARB) website. At the top is the CA.GOV logo and the text "California Environmental Protection Agency AIR RESOURCES BOARD". Below this is a header "Truck and Bus Reporting - Flex Schedule Certificate". The main content area contains the following text: "You have reported 1 vehicles. If you have reported ALL your vehicles and wish to print a Flex Schedule Certifica", "By clicking on the button below you affirm the following:", and "I certify that the information reported has been prepared in accordance with the Truck and Bus reporting requirem", "Truck and Bus Reporting System is true, accurate, and complete. As a User, I agree that documents submitted with", "the ARB, will be considered valid for certification. I am aware that there are significant penalties for submitting f". A red box highlights the "Print Flex Schedule Certificate" button. Below the button is a note: "If your certificate does not print properly, you may have to alter the settings in your browser. To get the best result", "Margins and Headers, blank out all header and footers, and set margins to 0. To print the State Seal, check Print B". At the bottom is a "Back to View Fleet" button and a footer "Truck and Bus Reporting".